

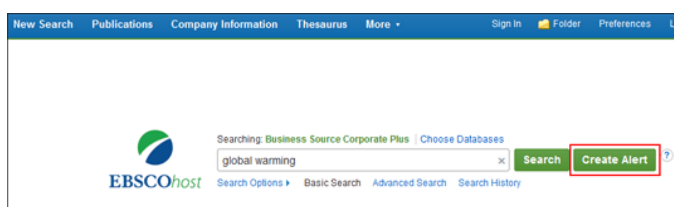
How to Create a Search Alert from the Search Screen

Search Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever new search results become available.

If configured by your administrator, you will be able to create a Search Alert from the search screen.

To create a search alert from the search screen:

1. Enter a search term for your alert in the **Find** field and click **Create Alert**.



2. The result list screen will be displayed with the Alert window appearing.

A screenshot of the 'Create Alert' window in EBSCOhost. The window has a title bar that says 'Create Alert'. Inside, it shows 'Search Alert: "global warming on 2013-09-20 01:23 PM"'. Below this, there is a section for 'E-mail' with the text '(You must sign in to send e-mail alerts. Sign In)'. The 'Sign In' link is highlighted with a red rectangular box. Underneath is the 'General Settings' section, which includes 'Frequency' (set to 'Once a day') and 'Results format' (set to 'Brief'). To the right of this is a section for 'Articles published within the last' (set to 'One Year'). At the bottom of the window, there are three buttons: 'Save Alert' (highlighted in yellow), 'Cancel Alert', and 'Save Alert and Create Another'.

3. Click the **Sign in** link to sign in to your personal My EBSCOhost folder account.
4. Set your alert parameters.



Create Alert ?

Search Alert: "global warming on 2013-09-20 01:23 PM"

E-mail

Subject

Hide addresses from recipients

☐

E-mail format

☒ Plain Text ☐ HTML

E-mail from

E-mail to

Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency

Once a day

Articles published within the last

One Year

Results format

Brief

RSS Feed

<http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=955006>

[Advanced Settings](#)

5. Click **Save Alert** to save the alert to your folder.

Click **Cancel Alert** to cancel the alert and return to the Result List.

Click **Save Alert and Create Another** to save the alert to your folder and return to the search screen.

Notes:

- If any external sources (i.e. non-EBSCO) are being searched, the **Create Alert** button will not be displayed.
- To view all available alert parameters, click the **Advanced Settings** link.

